

Purpose

Purpose

Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Employment Verification** service is located in the 'My Pay' workset in ESS. Employees can use this service to create an employment and salary verification. The request is sent to HR, who will either mail or fax a letter with your information to the recipient you provide. This service is primarily used for employees who need to verify employment or salary to a third party, such as a bank or loan officer.

When using the Employment Verification service in ESS, employees are asked to make the following selections:

Type of Form - Select the type of Employment Verification letter that should be sent. Employees can make selections to include their Position Title, Start Date, and Salary.

Communication Type - Select what method the Employment Verification letter should be sent. Employees can select Fax or Mail.

Recipient's Name and Address - Enter the person's name and address (or fax number, if selected in the 'Communication Type' section). NOTE: How the employee enters this information in ESS is exactly how it will appear on the letter to the recipient.

Trigger

Use this service in Employee Self-Service (ESS) to request an employment and salary verification.

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Pay ➔ Employment Verification

Transaction Code

- ESS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

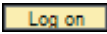
Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | Alerts and Information | Universal Worklist

History | Back | Forward

Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their human resources and payroll information on file with the State. Employees can view their pay statements, make leave requests, and update direct deposit and contact information from any computer with an internet connection. We hope you find MySCEmployee a useful and convenient tool.

Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- State Employee Weather Alert
- SCEIS

MySCEmployee Updates

- **MySCEmployee System Availability:** Payroll processing has completed and access has been restored to Employee Self Service and Manager Self Service.
- **Important Payroll Information:** With the end of the year rapidly approaching, final preparations are being made for the January 1 payroll. Employees are encouraged to review the **Employee Payday Checklist**.
- **MySCEmployee Password:** Due to an SAP technical issue, the process for changing your password has changed. Please follow these **instructions to change your password**. Note: You must be logged out of MySCEmployee before changing your password.
- **If you have not taken the Employee Self Service overview course**, we encourage you to as soon as possible. The overview course, along with other MySCEmployee courses can be accessed at www.sceis.sc.gov/page.aspx?id=158.
- **The MySCEmployee Reference Guide** and other support materials are available at www.sceis.sc.gov/page.aspx?id=166
- **If your agency requires you to enter time**, SCEIS recommends that time is entered in MySCEmployee on a daily basis beginning on December 2.

5. Click the Employee Self-Services tab

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

History | Back | Forward

Employee Self-Service provides South Carolina employees with easy access to information and services.

My Employee Search

Quick Links

[Who's Who](#)

My Working Time

*Quota Overview

*Time Statements

*Holiday Schedule

*State Employee Leave Package

Quick Links

[Record Working Time](#)

[Time Conversion](#)

[Leave Request](#)

My Pay

*Bank Information (Direct Deposit)

*Employment Verification

*W-4 Tax Withholding

*Voluntary Deductions

*Savings Bonds

Quick Links

[Pay Statements](#)

My Personal Info

*Address and Emergency Contacts

*Personal Data

My Benefits

*Employee Insurance Program Websites

*Retirement Forms

Quick Links

[MyBenefits - Employee Insurance Program](#)

My Career

*Training and Development

Quick Links

[State Jobs](#)

My Travel and Expenses

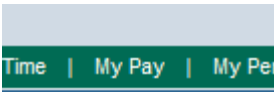

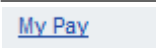
*Expense Reports

*Travel Requests



The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by performing one of the following functions:

Activity	Notes
	Select the workset TAB . The workset tabs are located below the main ESS tab.
	Click the ICON for the workset.
	Click the main LINK for the workset.



Welcome essit15, **MySCEmployee**
powered by **SC/EIS**

Help | Personalize | Log Off

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | **My Pay** | My Personal Info | My Benefits | My Travel and Expenses | My Career

My Pay

History | Back | Forward

My Pay

Pay Information

[Pay Statements](#)
View your pay statements (current or historical).

[Employment Verification](#)
Create an employment and salary verification request. The request will be sent to HR, who will mail or fax your information to third parties (such as a bank or loan agency).

Direct Deposit and Banking

[Direct Deposit Authorization](#)
Read this prior to maintaining direct deposit.

[Bank Information](#)
Maintain your banks for direct deposit.
NOTE: Changes made might not be in effect for up to two weeks.

Deductions and Withholdings

[W-4 Tax Withholding](#)
Maintain your tax withholdings for Federal and State.
NOTE: Changes made might not be in effect for up to two weeks.

[Voluntary Deductions \(Recurring\)](#)
Maintain recurring deductions, such as charities, membership dues, credit union, and insurance.
NOTE: Entries made here will be deducted from each paycheck.

[Voluntary Deductions \(One-Time\)](#)
Create a one-time only deduction for a charity organization.
NOTE: Entries made here will be deducted one-time only.

[Savings Bonds](#)
Enroll and make election changes in the state Savings Bond program.



The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Employment Verification** service, click the link [Employment Verification](#).
8. The overview screen for **Employment Verification** is displayed:

Welcome essuser1, **MySCEmployee** powered by **SCSIS**

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Employment Verification

Employment Verification

1 Selection 2 Review and Send 3 Completed

Please select the type of form.

☐ Verification of position and start date

☒ Verification of position, start date, and current year's earnings

☐ Verification of position, start date, and current and previous 2 years' earnings

Communication Type

☐ Send by Fax ☒ Send by Mail

Please enter the recipient's address.

Name: * Joyce Smith, Senior Loan Officer

Company: ABC Bank

House Number / Street: * 1 Main Street, Suite 200

City / State / ZIP Code: * Columbia, SC 29212

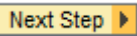
Fax:

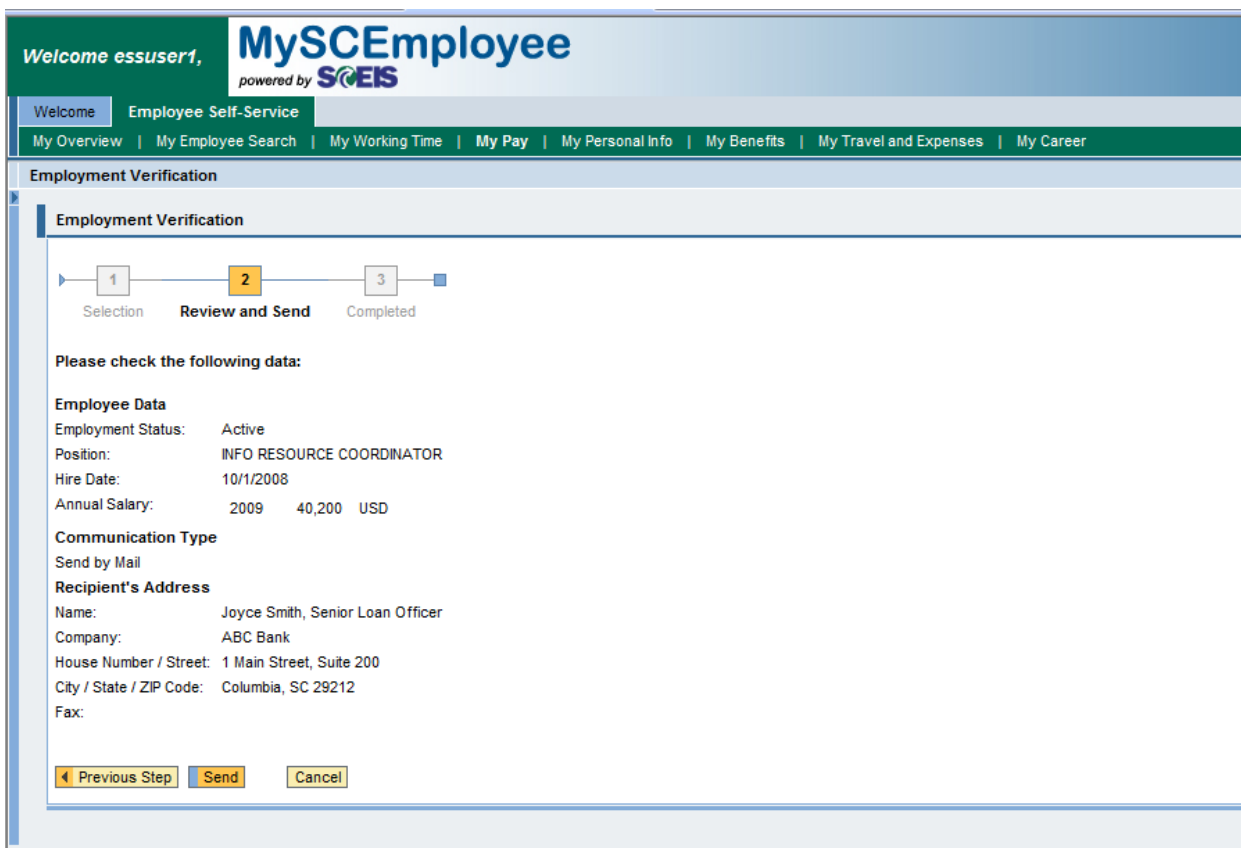
Previous Step Next Step Cancel

9. As required, complete/review the following fields. NOTE: How the recipient's information is entered in ESS is exactly how it will appear on the letter to the recipient. Please ensure to correct any typos.

Field	R/O/C	Description
Type of Form (Radio Button)	R	Select the radio button for the type of Employment Verification that is being requested (Position Title, Start Date, and Annual Salary).
		NOTE: The last selection to include 2 Years Earnings will not be a valid option until the state has been using the new payroll system for over two years.
Communication Type (Radio Button)	R	Select the radio button for the Communication Type (e.g. if the HR Administrator should Fax or Mail the Employment Verification letter to the recipient).
Name	R	Enter the full name of the recipient of the Employment Verification letter. It is also recommended to include their professional title.
		Example: Joyce Smith, Senior Loan Officer
Company	O	Enter the company name of the recipient of the Employment Verification letter.

House Number / Street	R	Enter the full street address of the recipient, to include number, street name, and a suite number (if applicable).
City / State / ZIP Code	R	Enter the city, state, and ZIP code of the recipient.
Fax	C	Enter the fax number of the recipient of the Employment Verification letter. The fax number should be entered with out dashes. Example: 8035551212
NOTE: This field is only mandatory if the 'Fax' radio button is selected in the Communication Type section.		

10. Click . Review the information you entered for accuracy. If you need to make changes, click the 'Previous Step' button and make the necessary corrections. Otherwise, proceed to the next step.



Welcome essuser1, **MySCEmployee**
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Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Employment Verification

1 Selection 2 **Review and Send** 3 Completed

Please check the following data:

Employee Data
 Employment Status: Active
 Position: INFO RESOURCE COORDINATOR
 Hire Date: 10/1/2008
 Annual Salary: 2009 40,200 USD

Communication Type
 Send by Mail

Recipient's Address
 Name: Joyce Smith, Senior Loan Officer
 Company: ABC Bank
 House Number / Street: 1 Main Street, Suite 200
 City / State / ZIP Code: Columbia, SC 29212
 Fax:

Previous Step Send Cancel

11. Click .

Welcome essuser1, **MySCEmployee**
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Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Employment Verification

Employment Verification

1 Selection 2 Review and Send 3 **Completed**

The information was sent successfully
What do you want to do now?
[Go to Employee Self-Services Homepage](#)

Employee Data

Employment Status:	Active
Position:	INFO RESOURCE COORDINATOR
Hire Date:	10/1/2008
Annual Salary:	2009 40,200 USD

Communication Type

Send by Mail

Recipient's Address

Name:	Joyce Smith, Senior Loan Officer
Company:	ABC Bank
House Number / Street:	1 Main Street, Suite 200
City / State / ZIP Code:	Columbia, SC 29212
Fax:	



The Employment Verification is sent to your HR Administrator, where he/she will mail or fax the letter to the recipient you defined.

Result

You have sent an employment verification request to your HR Administrator.